

[? Help](#)**Job details**

Job 1 of 1

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Interested individuals should submit their résumé, copies of their last two Performance Evaluations, past two years of time history report, and three writing samples to the contact listed below. The cover letter and résumé should clearly outline how the employee meets the requirements and desirable qualifications.

Requested material should be submitted to:

Steven Lee, ASM I

Office of the Administrative Deputy

550 S. Vermont Ave., Room 227

Los Angeles, CA 90020

(213) 637-1857

Email directly to: sylee@dmh.lacounty.gov

Requirements Interested individuals who currently hold the payroll title of **Administrative Assistant III** are encouraged to apply.

Desirable Qualifications

- Demonstrated experience conducting various types of investigative interviews
- Excellent verbal and written communication skills
- Work independently with minimal instruction
- Strong analytical, organizational, time management, and multi-tasking skills
- Ability to effectively work with an array of County staff from various departments
- Ability to handle sensitive matters and exercise discretion

Duties

- Prepare comprehensive report on findings and evidentiary exhibits and make recommendations based on findings of violation of Departmental, County, State or Federal rules and/or regulations
- Conduct investigative interviews and obtain information from witnesses and subjects
- Review and interpret evidence and computer forensic data
- Conduct preliminary review of complaints of employee misconduct and request/obtain pertinent documentation and computer forensics

Vacancy Information

The Office of the Administrative Deputy is seeking a well-qualified investigative support staff in the administrative unit. The investigative support staff will assist with investigations, including conducting interviews with appropriate staff, researching and analyzing documentation, and

writing investigative reports.

Vacancy location: 550 South Vermont Ave, Room 227
Los Angeles, CA 90020

Available Shift Any
Contact Name Steven Lee
Contact Phone (213) 637-1857
Contact Email sylee@dmh.lacounty.gov
Job Field Administration
Job Type Administrative Support

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